

BOOKKEEPER

Non profit school in Midland, TX seeks experienced Bookkeeper to process all AP, AR, P/R, Grant Accounting, GL reconciliation, scholarship eligibility, gathering and processing tuition payments, and financial reporting. In addition, this position prepares all fiscal reports for the Board of Directors, works in accord with the Board Finance Committee and Agency Auditor for the annual audit. Ideal professional will have a minimum of 3 years experience as a Bookkeeper in a non profit environment and meet certain credit criteria. Candidate should be proficient in QuickBooks and Microsoft Excel. Candidate must also be an excellent communicator, both orally and in writing, as they will have to report financial data to their superiors and or committees.

QuickBooks experience required
Credit Check Required

Please send resumes to molly@bynumschool.org